

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Surveyor Range A-D	OFFICE/BRANCH/SECTION Central Region / Design VI / Surveys	
WORKING TITLE Survey Crew Member	POSITION NUMBER 929-206-3029	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction of a Transportation Surveyor Party Chief CT (Caltrans), incumbent performs a wide variety of professional land surveying work in a field setting. As the incumbent progresses in experience, their assigned work will become more difficult. Incumbents may function as a lead person over the activities of various surveying and technical personnel in the field. A licensed incumbent at the journey level will work in a responsible charge capacity.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Operates a Total Station Survey System, GPS Survey System, Digital Level and the associated software in the acquisition of survey data. Analyzes survey data to assure accuracy and completeness, and creates the deliverables for office processing using a variety of surveying software. Maintains all precision survey instruments used by the survey crew. Evaluates the most appropriate terrain and topographic points to be surveyed on design data surveys. Prepares the data collector for different operations and correctly enters data and codes in accordance to Caltrans and Regional practices and procedures.
25% E	Reads and interprets construction plans for Highway projects. Performs calculations incidental to the construction staking process. Sets construction stakes using a variety of surveying techniques. Verifies accuracy of construction stakes set to insure stakes properly reflect the construction plans.
15% E	Keeps survey notes, calculates and prepares necessary construction notes from plans, alignments, or slope stake notes for use by the field survey crew, contractor and Caltrans construction personnel.
10% E	Assists in preparing safety meetings every ten (10) days, or more often as site conditions change. Adheres to, and assists, other survey crew members in following procedures in conformance with Surveys Manual and Safety Manual.
10% M	Operates a vehicle that requires a Class C license. Must be able to safely operate a vehicle in all types of roadway driving as well as navigating in work zones and construction zones. Organizes and uses a variety of hand tools in a responsible and safe manner. Performs traffic control or acts as a lookout to insure safety of other field members working on foot in or near live traffic.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None, but may act as a lead person in responsible charge of the field crew in the absence of a Transportation Surveyor Party Chief.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent should have knowledge of:

- Fundamental surveying

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- Mathematics
 - Land Surveying
 - Legal Descriptions
 - Principles of Land Title
 - California Coordinate System
 - Computers and survey software
 - Operate standard calculator to compute various mathematical equations and problems using algebraic, geometric and trigonometric calculations.
 - Read and understand maps and drawings to ensure appropriate and correct interpretation of information and data.
 - Ability to produce neat, accurate and professional looking field notes, make accurate surveying calculations, work well with others, complete work assignments timely and accurately, comply with department and district policies and procedures, use and adjust precision surveying instruments.
 - Helps analyze proposed projects and determines how to accomplish the desired results with the most efficient methods.
 - The incumbent is to be alert for, and brings to the attention of the Transportation Surveyor Party Chief CT, methods or procedures that may reduce costs or increase the safety and efficiency of survey operations.
 - Must be able to analyze electronic survey data for errors and be able to correct those errors.
 - Understand and follow brief or complex detailed written and oral instructions for the completion of assigned work tasks.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgement and/or decision making could affect public welfare or result in tort liability for the Department. Inaccurate, delayed or incomplete surveys may result in added costs due to delay charges and reconstruction.

PUBLIC AND INTERNAL CONTACTS

Occasional contact with persons outside the Surveys Branch such as the Maintenance, Construction, Right-of-Way, and Project Development Branches. Also interacts with other agencies and has regular informal contact with the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to collect survey data over rough, uneven and steep terrain. Must be able to move 50 pounds from one location to another. Must possess the ability to stand for prolonged periods of time. Must be able to take verbal and written direction constructively, work cooperatively as a team member and act with courtesy to co-workers and the public.

WORK ENVIRONMENT

Must be able to travel to project locations away from their home requiring overnight travel. Must be able to work overtime when needed. Must be able to work on foot near heavy traffic. Must be able to work in extreme weather conditions including wet, dusty and dirty environments. Must be able to operate any type of vehicle requiring a Class "C" license, in heavy freeway and highway traffic.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE